

Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
CONCERT PROMOTER SECTION
P.O. Box 110806, Juneau, Alaska 99811-0806
333 Willoughby Avenue, 9th Floor, Juneau, Alaska 99801-0800
Phone: (907) 465-2695 ★ E-mail: license@commerce.state.ak.us
Website: www.commerce.state.ak.us/occ/pcpr.htm

CONCERT PROMOTER REGISTRATION APPLICATION PACKET

AS 08.06.010 states in part: "a person may not engage in the business of promoting concerts in the state without a valid promoter's certificate of registration issued by the department." "Concert" is defined as "a live, staged musical performance, comedy act, or other specialty act featuring any number of performers for which a ticket is sold in advance for purposes of profit by a concert promoter; the term does not include dramatic performances;" and a "promoter" means "a person who contracts for and arranges a concert for purposes of profit whether engaged full time or part time in the business of booking or hiring concerts." AS 08.92.090(1) and (3).

GENERAL INSTRUCTIONS

If you received this application other than directly from the division or its official website, the application may be outdated or not an official version. To ensure you have the official version, please contact the division. Please read the application and all the instructions carefully. It is the applicant's responsibility to completely and accurately fill out the application and submit all required supporting documents. All documents must be originals. Incomplete or incorrect documents will be returned and will cause delays in processing the application. Please type or print all requested data. If space for any answer is insufficient, use an additional sheet and specify the question to which it relates.

APPLICATION FOR REGISTRATION

The following documents and fees must be on file with the division before the file will be reviewed:

1. APPLICATION - completed, signed, and notarized. An applicant with a "yes" answer to the professional conduct question must submit a separate written, signed and dated explanation and provide copies of any supporting documents.
2. FEES - Make check or money order payable to the State of Alaska.
Nonrefundable application fee \$50 Concert Promoter registration fee \$375
3. SURETY BOND - \$5,000. Either:
 - a. an original surety bond (p. 3) issued by an insurer or other surety company, with the bonding company's power of attorney (and the bond must be signed by both the principal and the surety); **OR**
 - b. an original Time Certificate of Deposit (TCD) or Savings Passbook issued by a bank or trust company authorized to do business in Alaska. The certificate or passbook should read, "State of Alaska in trust for (Concert Promoter) ." The original certificate or passbook is held by the state and must be accompanied by a completed, signed and notarized Assignment of Cash Deposit form (p. 4); **OR**
 - c. a cashier's check. Cash will be deposited in a Trust Account established by the state, which does NOT pay interest. The cash must be accompanied by a completed, signed, and notarized Assignment of Cash Deposit form (p. 4); **OR**
 - d. as an alternative to the bond or cash deposit, a promoter may, daily, deposit in a trust account in a bank, savings and loan association, or licensed escrow agent, 50 percent of the advance ticket receipts accumulated for each concert promoted, and provide the department with the number and location of the trust or escrow account. (In order to ensure 50 percent of the advance ticket receipts are maintained in the account, deposits must be made daily, which cover sales for the day.) A completed, signed, and notarized Assignment of Cash Deposit form (p. 4) must be provided.

OTHER FEES

Wall Certificate (suitable for framing), with initial application or subsequent written request.....	\$20
Duplicate license fee (with written request).....	\$ 5
Verification of licensure to another state (with written request).....	\$20
Returned check fee.....	\$20
Address change (must be in writing).....	no fee

GENERAL INFORMATION

APPLICATION PROCESSING – The amount of time it takes to process the application varies, depending on when all complete and correct documents and fees are received by the division. If the application is incomplete, the applicant will be notified of incomplete and/or incorrect documents and fees. When the application is complete and correct, all supporting documents have been received, and all fees have been paid, a registration will be issued and sent to you with an accompanying cover letter with further information about Alaska statutory requirements. If the application is not approved for registration, a written explanation of the basis of that denial and information on how to appeal the decision will be provided.

SOCIAL SECURITY NUMBER – AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. Social security Numbers are required only for proprietors or all partners of the organization. If you do not have a U.S. Social Security Number, please complete the “Request for Exception from Social Security Number Requirement” form located at www.commerce.state.ak.us/occ OR contact the division for a copy of the form.

PAYMENT OF CHILD SUPPORT – Alaska Statute 25.27.244 requires the Division of Corporations, Business and Professional Licensing to deny issuance of the professional or occupational license of any person reported by the Alaska Child Support Services Division (CSSD) as not in substantial compliance with a child support order. If this office is notified by CSSD that you are not in substantial compliance with a child support order, you may be issued a nonrenewable, temporary license valid for 150 days. The 150-day temporary license period is your opportunity to work with CSSD to obtain a release. If you have questions regarding the status of your child support obligation, you may contact CSSD at 1-800-478-3300 or (907) 269-6963 to resolve payment issues.

REGISTRATION TERM – Registrations are issued for a two-year period. However, all concert promoter registrations expire December 31 of even-numbered years, regardless of the date of issuance, except registrations issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before registration expiration to the last known address of record.

ADDRESS CHANGE – In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the division, in writing, of changes of address. An address change notification form is available on the division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. If the promoter changes its name, please contact the division for instructions on how to change the registration.

BUSINESS LICENSE - State of Alaska business license laws require a concert promoter to have both a concert promoter registration and a state business license. An application may be obtained by writing to the Division of Corporations, Business and Professional Licensing, Business License Section, P.O. Box 110806, Juneau, Alaska 99811-0806; by calling (907) 465-2550; or accessing the division's website at www.commerce.state.ak.us/occ.

ABANDONMENT – Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice and the application fee is forfeited. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of registration and other fees paid. If no request for refund is received, all fees are forfeited.

DENIAL OF APPLICATION – Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

STATUTES AND REGULATIONS – The complete set of statutes and regulations for this program is available on the division's website at www.commerce.state.ak.us/occ/pcpr.htm. If you are unable to download the statutes and regulations, please contact the division and request a copy by mail.

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CONCERT PROMOTER REGISTRATION APPLICATION

Nonrefundable application fee - \$50

Initial registration fee - \$375

The actual company name under which you will be doing business in Alaska (dba):

Complete Mailing Address:

Complete Physical Address:

City State ZIP Code

City State ZIP Code

Business Telephone: _____

OWNERSHIP - Check applicable box and provide complete names and addresses of owner, all partners, or corporate officers, whichever is appropriate, and provide U.S. social security numbers of proprietor or partners.

☐ Sole Proprietorship* ☐ Partnership* ☐ Corporation ☐ Federal Employer I.D. # _____

Name Address *Birthdate *U.S. Social Security Number
 * (For Sole Proprietor or Partners)

PROFESSIONAL CONDUCT - The following question must be answered. A "Yes" answer may not automatically result in license denial. If you answer "Yes" to the question, please explain dates and circumstances on a separate, signed and dated piece of paper, and send copies of any supporting documents that are applicable (court records, etc.).

Have you or the business had any license, registration, or permit denied, revoked, suspended, surrendered, placed on probation, or been the subject of any restriction, censure, reprimand, or any other disciplinary action in any jurisdiction? ☐ No ☐ Yes

DEPARTMENT USE ONLY

Registration No. : _____ Issue Date: _____ Expiration Date: 12/31/

BONDING - The following is provided pursuant to the requirements of AS 08.92.030:

☐ Surety Bond

☐ Escrow account with

☐ Time Certificate of Deposit
or Passbook Account

Bank Name and Location

☐ Cash Deposit

Account Number

ATTACH DOCUMENTS EVIDENCING THE ABOVE OBLIGATION - DOCUMENTS MUST BE ORIGINALS.

I certify that the information in this application and the supporting documents supplied by me are true and correct to the best of my knowledge. I understand that any false or misleading information may result in failure to obtain, or subsequent revocation of, a registration to promote concerts in Alaska.

SUBSCRIBED AND SWORN TO before me on



_____ (date).

Signature of Applicant

Title

Notary Public, State of _____

My Commission Expires: _____

NOTARY SEAL

All information submitted with this application is considered public information unless required by state or federal law to remain confidential. If additional information of a confidential nature is required, you will be notified in writing. License information, including mailing addresses, is available on the division's website at www.commerce.state.ak.us/occ under "Professional License Search."

CONCERT PROMOTER SURETY BOND
Required by the Concert Promoter Registration Act, AS 08.92

Bond Number _____

KNOW ALL PERSONS BY THESE PRESENTS:

That I/We _____
Name(s) of proprietor, or all partners

doing business as (DBA) _____

as Principal, and _____
Surety Company

as Surety, are held and firmly bound to the State of Alaska, for the use of the State of Alaska, and to any person who may have cause of action against the Principal for any malfeasance or misfeasance in the conduct of concert promotion by the Principal as a Concert Promoter, in the sum of FIVE THOUSAND DOLLARS (\$5,000.00), lawful money of the United States of America, to be paid to the State of Alaska for the use of the State of Alaska, and to any person who may have a cause of action against the Principal for any malfeasance or misfeasance in the conduct of Concert Promotion by the Principal as a Concert Promoter, as their interests may appear, not exceeding in the aggregate the sum of FIVE THOUSAND DOLLARS (\$5,000.00), for which payment well and truly be made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally by these presents.

WHEREAS, the above bounden Principal has applied to the State of Alaska for registration as a Concert Promoter for the purpose of acting as a Concert Promoter required to register with the State of Alaska pursuant to AS 08.92.010 -.090 and the acts amendatory thereof and supplemental thereto;

NOW, the condition of this obligation is such,

That if the State of Alaska shall register the above bounden Principal as a Concert Promoter and that Principal shall faithfully and honestly act as a Concert Promoter in accordance with law, and fully complies with the provision of AS 08.92.010-.090 of the State of Alaska and the acts amendatory thereof and supplemental thereto, and if the Principal shall fully indemnify and save harmless from loss the State of Alaska and any person who may have a cause of action against the Principal for any malfeasance or misfeasance in the conduct of Concert Promotion, then this obligation to be voided, otherwise to remain in full force and virtue.

This bond shall not become void upon the first recovery on it, but may be sued upon from time to time until the full amount of it shall have been exhausted.

This bond is to cover all claims arising on account of the registration of the Principal acting as a Concert Promoter for the full term hereof beginning on _____, and expiring on _____.

IN WITNESS WHEREOF, the principal and the surety have signed and sealed this bond on _____ (date).

PRINCIPAL

SURETY

Name: _____

Name: _____

Signature: _____

Address: _____

Title: _____

Attorney-in-Fact: _____

Agency Name: _____

Address: _____

THIS BOND IS NOT VALID UNTIL SIGNED BY BOTH
PRINCIPAL AND SURETY. Note: Surety's Power
of Attorney **must be attached**.

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

(Surety's Seal)

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CONCERT PROMOTER ASSIGNMENT OF CASH DEPOSIT

AS 08.92.030: A certificate of deposit, other negotiable instrument, or cash filed with the commissioner instead of a bond must be accompanied by an Assignment of Cash Deposit signed by both the concert promoter and bank representative acknowledging transfer to the department.

For value received, the undersigned assigns and transfers to the State of Alaska, the attached

- ☐ Certificate of Deposit No. _____
☐ Passbook No. _____
☐ Other Security No. and type _____

In the amount of \$5,000 issued by:

Bank Name and Address: _____

as and for the concert promoter surety bond as required by the laws of the State of Alaska for the registration of _____
partners' names) as a concert promoter doing business as _____,

which is a ☐ sole proprietorship ☐ partnership ☐ corporation ☐ other _____

The undersigned irrevocably constitutes and appoints the State of Alaska by and through its duly authorized agents as his/her/their Attorney-in-Fact to do all things necessary and appropriate to effectuate the purposes of this assignment. It is agreed and understood that this assignment shall remain in full force and effect for the period of time provided by law for actions against the surety bond.

All persons whose names appear on the certificate or passbook account must sign below.

Applicant's Signature

Applicant's Signature

This is to certify that on _____ (date), before me, the undersigned notary public, duly commissioned and sworn, personally appeared _____
to me known to be the person(s) described in and who executed the above Assignment of Cash Deposit, and he/she/they acknowledged to me that he/she/they signed and sealed the document freely and voluntarily for the uses and purposes stated in it.

SUBSCRIBED AND SWORN TO before me on _____ (date).

(NOTARY SEAL)

Notary Public, State of _____

My Commission Expires: _____

By signature below, the issuing institution agrees that only the State of Alaska, upon presentation of written notice, shall cause the release of any and all funds described above.

Bank Representative

Date